

# PROPOSED RECORDS RETENTION SCHEDULE

## Counties

### Law Enforcement

SERIES	TITLE	DESCRIPTION	RETENTION
GSC 08-23	Booking Records	Various procedural records generated in processing of inmates into facility. Some copies may be placed in Inmate Case File (GSC-08-13).	Five (5) years Originally Approved:
GSC 08-24	Inmate Activities Log	Logs indicating when inmates were taken out for meals, exercise, etc.	Five (5) years. Originally Approved:
GSC 08-25	Inmate Grievances	Records that document the receipt of, investigation of, and actions taken in regard to grievances filed by an inmate.	Ten (10) years after release. Originally Approved:
GSC 08-26	Inmate Requests	Written requests for commissary items, medical, legal, or clerical services and action taken by officer.	Ten (10) years after release. Originally Approved:
GSC 08-27	Inmate Education & Training Records	Records that document education and vocational training received by inmates.	General logs: five (5) years. Records on individual inmates: Ten (10) years after release. Originally Approved:
GSC 08-28	Inmate Services Records	Records that document various non-medical services provided for inmates, such as chaplain visits, church services, etc.	General logs: five (5) years. Records on individual inmates: Ten (10) years after release. Originally Approved:

These retention schedules are being presented October 15, 2013, to the Local Government Records Committee for adoption. Use of these schedules for records disposition may not be undertaken until approval by the committee. Public comments are welcomed. Approved retention guidelines are available at "www.mdah.state.ms.us." Public comments may be sent to "Local Government Records Office, P. O. Box 571, Jackson, MS 39205" or by email to "locgov@mdah.state.ms.us"

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SERIES	TITLE	DESCRIPTION	RETENTION
GSC 08-29	Transport Logs	Daily, weekly, or monthly lists of inmates scheduled to be transported to arraignments, court appearances, work release, correctional facilities, medical institutions, doctor's offices, or other sites. The records may also indicate method of transportation and agency conducting the transportation.	Five (5) years. Originally Approved:

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